☒ Related to this topic, the section Moodle contains a selection of interesting pages.

☒ Related to this topic, the section Activities and Materials contains a selection of interesting pages.

Chat

Create Activity

First switch to edit mode by clicking the *Edit mode* button at the top right of the course page. Only then is it possible to edit and add activities.☒

In the desired topic section, click on *Add activity or resource* ☒and select the activity *Chat*.☒

General

Chat Name

First, give the activity a meaningful name. This will be displayed on the course page.

Description

Describe the activity here. Especially for the *Chat* activity, the description text is ideal for welcoming participants and providing initial information about the topic to be discussed in the chat. Activate the checkbox *Display description on course page* to show the description on the course page.

Chat Sessions

Next Chat

Here you define the date and time for your chat session. However, this setting does not prevent access to the chat room at other times, as it can be used at any time regardless of the specified date. Rather, it informs your participants when they can expect you to be present in the chat room. The date and the session link are then added to the course calendar.

Repeats

- Use this setting to determine how future chat sessions should be scheduled.
- *Do not publish any chat times*: the chat session is available at any time or is scheduled separately.
- *No repeats - publish the specified time only*: see section „Next Chat"
- *At the same time every day*: similar to „Next Chat", e.g. suitable for office hours.
- *At the same time every week*: similar to „Next Chat", e.g. relevant for review sessions.

Save past sessions

As soon as at least two participants take part in a chat session, a session log is created. With this setting, you determine how long these chat logs are stored.

Note: To provide students with permanent access to previous chats, it is recommended to always save your chat sessions. This option is preset (Never delete messages).

Chat logs visible to everyone

With this setting, you define whether chat logs may be viewed by all course participants or not. Further information can be found in the section „Using Chat".

Note: Here as well, it is recommended to make chat logs permanently available to students.

Further Settings

Here you can configure additional settings, including the visibility of the activity and collaboration with groups.

Using Chat

Chatting

First, click on the chat on the course page.

By clicking *Enter the chat* or *Use more accessible interface*, you will access the chat session with different window layouts:

Note: In the normal view via Enter the chat, it may happen that the chat history is no longer visible after 10 minutes. It is therefore advisable to use more accessible interface mode and to mention this in the description.

Enter the chat

At the bottom right, you will find the option Themes. By clicking it, you can choose between three display options:

Use more accessible interface

Here you enter your messages in the text field *Send message* and click the *Submit* button to submit.

Under *Messages* you will find the complete chat history.

Course 26

Chatroom1

Participants

Muster 2, Maxi Idle 1 sec

Send message ⓘ

| Submit | Refresh | ☐ Show only new |

**Messages**

From	Message	Time
Maxi	Hello	21:37

Note: In the normal view via Enter the chat, it may happen that the chat history is no longer visible. It is therefore advisable to use more Accessible interface mode and to mention this in the description.

Chat Logs

First click on the chat on the course page and then on the section *Past sessions*.

You have the following options to access an overview:
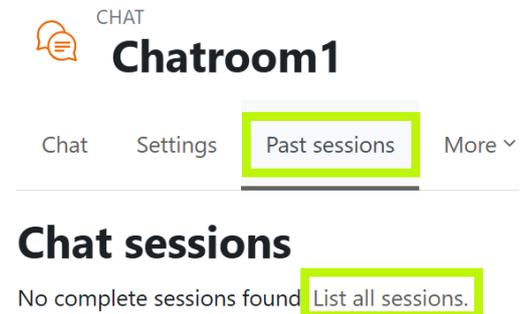
- *List all sessions*
- *See this session* (for a specific chat session)

In addition, as a course instructor you can delete a chat log if necessary. To do so, click *List all sessions* → *Delete this session* → *Continue*. *Activities and Materials*

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